



GAIL FARBER, Director

## COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331

<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

December 15, 2015

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

32 December 15, 2015

  
PATRICK OGAWA  
ACTING EXECUTIVE OFFICER

**CONSTRUCTION CONTRACT  
PAMELA PARK COMMUNITY BUILDING ADDITION AND  
RESTROOM RENOVATION PROJECT  
ESTABLISH AND APPROVE CAPITAL PROJECT  
APPROVE BUDGET AND APPROPRIATION ADJUSTMENT  
ADOPT YOUTH EMPLOYMENT PLAN  
SPECS. 7324; CAPITAL PROJECT NOS. 87198 AND 69764  
(SUPERVISORIAL DISTRICT 5)  
(4 VOTES)**

### **SUBJECT**

Approval of the recommended actions will find the proposed Pamela Park Community Building Addition and Restroom Renovation project exempt from the California Environmental Quality Act; establish and approve the capital project; approve the total project budget and Appropriation Adjustment; and authorize the Director of Public Works to deliver the project, including completing the proposed community building and park restroom renovations using a Board-approved job order contract.

### **IT IS RECOMMENDED THAT THE BOARD:**

1. Find the proposed Pamela Park Community Building Addition and Restroom Renovation project categorically exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the project.
2. Establish and approve the Pamela Park Community Building Addition and Restroom Renovation project, Capital Project No. 69764, with a total project budget of \$1,425,000.

3. Approve the Appropriation Adjustment to increase revenue and appropriation for a total of \$1,398,000, including \$456,000 of net County cost from the Pamela Park Refurbishments Project, Capital Project No. 87198, \$342,000 of Park In-Lieu Fees Accumulated Capital Outlay Fund (Quimby Fund) available in Park Planning Area No. 5, and \$600,000 of County Excess funds to fully fund the proposed Pamela Park Community Building Addition and Restroom Renovation project, Capital Project No. 69764.
4. Authorize the Director of Public Works to deliver the proposed community building and park restroom renovations using a Board-approved job order contract.
5. Adopt the Youth Employment Plan for the Pamela Park Community Building Addition and Restroom Renovation project as required by the County of Los Angeles Regional Park and Open Space District's Procedural Guidelines.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will find the Pamela Park Community Building Addition and Restroom Renovation project exempt from the California Environmental Quality Act (CEQA); establish and approve the capital project; approve the total project budget and Appropriation Adjustment; and authorize the Director of Public Works to deliver the project, including completing the proposed community building and park restroom renovations using a Board-approved job order contract (JOC).

The proposed project will consist of constructing an approximately 800-square-foot addition to the existing 3,279-square-foot community building, including a 600-square-foot craft room and a 200-square-foot storage room; renovating the existing park restroom facilities to comply with current ADA standards; reconstructing portions of the existing concrete walkway to provide an ADA compliant path of travel from the parking lot to the community building; and associated landscaping and irrigation system modifications. In addition, if there are sufficient funds remaining, the proposed project will refurbish the existing community building, including replacing the vinyl flooring, acoustic ceiling tiles, light fixtures; repainting the interior and exterior walls; and repairing the exposed roof beams.

The proposed project will be managed by Public Works using in-house staff and as-needed consultants for design. The community building and park restroom renovations will be completed using a Board-approved JOC, and construction of the community building addition will be completed using the competitive low-bid process.

After completion of the design scheduled for May 2016, we will return to the Board to adopt the plans and specifications and advertise for construction bids for the community building addition. It is anticipated that construction will begin in July 2016 and be completed in February 2017.

### **Youth Employment Plan**

On June 26, 1997, the Board, acting as the governing body of the Regional Park and Open Space District (District), adopted the Youth Employment Plan (YEP) for projects funded by the Safe Neighborhood Park Propositions of 1992 and 1996 (Proposition A). The District requires that the governing body of the grantee adopt a YEP for each Proposition A funded project at a duly noticed public meeting. Approval of the enclosed YEP will comply with the District's YEP.

## Green Building/Sustainable Design Program

The proposed project will support the Board's Green Building/Sustainable Design Program by incorporating water efficient plumbing fixtures and energy efficient light fixtures as part of the community building and park restroom renovations.

### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs the provision of Operational Effectiveness/Fiscal Sustainability (Goal 1), Community Support and Responsiveness (Goal 2), and Integrated Services Delivery (Goal 3). These recommended actions support the Strategic Plan by investing in public infrastructure that will enhance recreational opportunities for County residents and visitors by providing improved public parks facilities.

### **FISCAL IMPACT/FINANCING**

The total project cost is \$1,425,000, and includes a change order contingency of \$130,000.

The proposed project was originally established as the Pamela Park Refurbishments project, Capital Project No. 87198, and funded with \$483,000 of net County cost. A total of \$27,000 was expended in Fiscal Year 2014-15 for the initial needs assessment and programming studies, leaving a remaining appropriation balance of \$456,000.

As part of the recommended actions, the proposed project will be changed to the Pamela Park Community Building Addition and Restroom Renovation Project, Capital Project No. 69764, in the Fiscal Year 2015-16 Capital Projects/Refurbishment Budget.

Approval of the enclosed appropriation adjustment will transfer \$456,000 of net County cost available in the Pamela Park Refurbishments project, Capital Project No. 87198, and allocate \$342,000 of Park In-Lieu Fees (Quimby Funds) available in Park Planning Area No. 5 and \$600,000 of County Excess funds to fully fund the proposed project under Capital Project No. 69764.

The proposed project is funded with \$483,000 of net County cost, \$342,000 of Park In-Lieu Fees Accumulated Capital Outlay Fund (Quimby Fund) available in Park Planning Area No. 5, and \$600,000 of County Excess funds available to the Fifth Supervisorial District pursuant to the Los Angeles County Safe Neighborhood Parks Proposition of 1996 (Proposition A).

### Operating Budget Impact

Following completion of the proposed project, the Department of Parks and Recreation will work with the Chief Executive Office to determine the appropriate level of associated maintenance and operational costs for the community building addition and will request funding in its Fiscal Year 2016-17 New Facilities Requests.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

In accordance with the Board's Civic Art Policy amended on August 11, 2015, the proposed project budget includes 1 percent of design and construction costs to be allocated to the Civic Art Fund.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed project is categorically exempt from CEQA. It consists of an approximately 800-square-foot addition to the existing 3,279-square-foot community building, renovation of the community building and park restrooms, ADA path-of-travel improvements; and associated landscape and irrigation system modifications. The work may also include refurbishment of the existing community building, including replacing the vinyl flooring, acoustic ceiling tiles, light fixtures; repainting the interior and exterior walls; and repairing the exposed roof beams.

The proposed project is within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets criteria set forth in Sections 15301(a), (c), (d), (e), (f), and (h), and Section 15302(c) of the State CEQA Guidelines, and Classes 1(c), (d), (f), (g), (i), (j), and (s), and 2(e) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The project provides for repair, renovation, and minor alterations of existing park facilities; replacement of existing structures or facilities and a small addition to an existing structure that is not more than 50 percent of the existing floor area. The proposed project involves negligible or no expansion of an existing use and replacement structures will have the same purpose and capacity as structures replaced. Additionally, there are no cumulative impacts, unusual circumstances or other limiting factors that would make the exemption inapplicable based on the project records.

Upon the Board's approval of the proposed project, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the CEQA Guidelines.

## **CONTRACTING PROCESS**

Design of the improvements will be completed by Public Works' in-house staff and as-needed consultants. Construction of the community building and park restroom renovations and associated site improvements will be completed using a Board-approved JOC, and construction of the community building addition will be completed using the County's competitive low-bid process administered by Public Works.

## **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will have no impact on current County services or projects.

The park facility and community building will remain open to the public during construction, and the contractor will be required to coordinate construction activities with the County to minimize disruption of public access to the facilities. The park restrooms will be closed during construction. However, temporary restroom facilities will be provided for use by the public during construction.

**CONCLUSION**

Please return one adopted copy of this Board letter to the Department of Public Works, Project Management Division I.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gail Farber".

GAIL FARBER  
Director

GF:DPH:mae

Enclosures

c: Arts Commission  
Chief Executive Office (Capital Programs  
Division)  
County Counsel  
Executive Office  
Department of Parks and Recreation

December 15, 2015

**PAMELA PARK COMMUNITY BUILDING ADDITION AND  
RESTROOM RENOVATION PROJECT  
SPECS 7324; CAPITAL PROJECT NOS. 87198 AND 69764  
YOUTH EMPLOYMENT PLAN**

**BACKGROUND (Scope of Work)**

The proposed project will consist of constructing an approximately 800-square-foot addition to the existing 3,279-square-foot community building, including a 600-square-foot craft room and a 200-square-foot storage room; renovating the existing park restroom facilities to comply with current ADA standards; reconstructing portions of the existing concrete walkway to provide an ADA compliant path of travel from the parking lot to the community building; and associated landscaping and irrigation system modifications. In addition, if there are sufficient funds remaining, the proposed project will refurbish the existing community building, including replacing the vinyl flooring, acoustic ceiling tiles, light fixtures; repainting the interior and exterior walls; and repairing the exposed roof beams.

**Tasks that may be Performed by At-Risk Youth**

Youth will be hired to assist with final site clean-up and minor landscaping.

Estimated Cost for Youth Employment:

The estimated budget for youth employment for this project is approximately \$1,500.

**Youth Employment Goal**

Under the provisions of the County of Los Angeles Regional Park and Open Space District's policy of employment of youth, the Youth Employment Minimum Obligation for the County of Los Angeles is \$15,739,750. The Youth Employment Minimum Obligation has been met.

## COUNTY OF LOS ANGELES

## REQUEST FOR APPROPRIATION ADJUSTMENT

## DEPARTMENT OF PARKS AND RECREATION

DEPT'S.  
NO. 600

December 15, 2015

## AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2015-16

4 - VOTES

SOURCESBA Detail - See Attachment  
Page 1USESBA Detail - See Attachment  
Page 1

SOURCES TOTAL: \$ 1,398,000

USES TOTAL: \$ 1,398,000

JUSTIFICATION

The appropriation adjustment is necessary to fully fund the Pamela Park Community Building Addition and Restroom Renovation Project, Capital Project No. 69764.

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

*Malou Rubio*  
AUTHORIZED SIGNATURE MALOU RUBIO, DEPT. FINANCE MANAGER II

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

# 82

DEC 15 2015

*Patrick Ogawa*  
PATRICK OGAWA

ACTING EXECUTIVE OFFICER

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR ---☐ ACTION☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY

B.A. NO. 053

*Lanham*  
Nov. 19 20 15

☒ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

*White*  
NOV 19 20 15

County of Los Angeles  
Request For Appropriation Adjustment  
Department of Parks and Recreation  
F.Y. 2015-16  
4-VOTES

SOURCES

PARKS AND RECREATION  
Pamela Park Refurbishments (5)  
A01-CP-6014-65043-87198  
Capital Assets-Building and Improvements \$ 456,000  
DECREASE APPROPRIATION

PARKS AND RECREATION  
Pamela Park Community Building Addition and Restroom Renovation (5)  
A01-CP-92-R401-65043-69764  
Rev: Charges for Services Quimby / CP \$ 342,000  
INCREASE REVENUE

PARKS AND RECREATION  
Pamela Park Community Building Addition and Restroom Renovation (5)  
A01-CP-91-R400-65043-69764  
Rev: Reg Park & Open Space District / CP \$ 600,000  
INCREASE REVENUE

**TOTAL** \$ 1,398,000

USES

PARKS AND RECREATION  
Pamela Park Community Building Addition and Restroom Renovation (5)  
A01-CP-6014-65043-69764  
Capital Assets-Building and Improvements \$ 1,398,000  
INCREASE APPROPRIATION

**TOTAL** \$ 1,398,000

JUSTIFICATION:

The appropriation adjustment is necessary to fully fund the Pamela Park Community Building Addition and Restroom Renovation Project, C. P. No. 69764.

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

# 32

DEC 15 2015

  
PATRICIA O'QUINN  
ACTING EXECUTIVE OFFICER

BA # 053

*Lanham 11/29/15*